

Approved For Release 2005/06/13 : CIA-RDP78-03568A000200010010-7

Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant Deputy Director for Administration

DATE: 15 June 1951

ILLEGIB

FROM : Chief, Administrative Services

SUBJECT: Personnel Status Report

1. At the present time, the following is the status of personnel under Administrative Services:

T/O	ON DUTY	ON LWOP	PENDING EOD	VACANT-NO ACTION PENDING	NO. OF INDIVIDUALS REQUESTED ON PNDG. RR'S

OFFICE OF THE CHIEF

REAL ESTATE & CONSTRUCTION DIV

TRANSPORTATION DIV.

REPRODUCTION DIV.

BUILDING MAINTENANCE &
UTILITIES DIV.

GENERAL SERVICES DIV.

TOTALS

2. In addition to the above, there have been [] pool slots allotted to Administrative Services for Machine Records Branch, in support of the special OPC project. All of these positions are vacant; therefore, total vacancies in Administrative Services, including these positions are []

3. The most urgent priority needs for personnel follow:

OFFICE OF THE CHIEF:

GS-5 Secretary

GS-4 Clerk Stenographer

BUOB NO. BOX NO. FLD NO. 22 DOC. NO. 023 NO CHANGE
 IN CLASS X DECLASS/ CLASS CHANGED TO: TS S C RET. JUST 02
 INDEX/ REV DATE 1992 DATE 1992 REVIEWER TYPED OC. 02
 NO. PGS 3 CREATION DATE OHG COMPS 01 ORG CLASS C
 REV CLASS C NEV COORD. AUTH: HU 70-3

Requirements revised as of 21 June - See Summary sheet -

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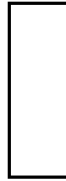
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- 2 -

REAL ESTATE AND CONSTRUCTION DIVISION:

25X1

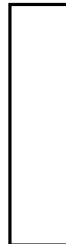


GS-13 Civil Engineer
GS-12 Architect
GS-11 Real Estate Officer

(Not in approved T/O.
(See paragraphs 5 and 6.
(

REPRODUCTION DIVISION:

25X1



GS-3 Photostat Operator
GS-3 Microphotographer
Head Photo Engraver
Assistant Photo Engraver

(Salary not determined
(by Personnel.
(

BUILDING MAINTENANCE AND UTILITIES DIVISION:

25X1

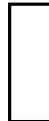


GS-3 Telephone Operators

GENERAL SERVICES DIVISION:

Machine Records Branch:

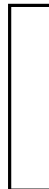
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GS-3 Key Punch Operator
GS-3 Tab Machine Operator

Mail and Courier Section:

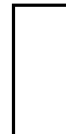
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GS-3 Courier
GS-3 Mail Clerk
CPC-3 Messenger

4. The additional personnel authorizations which have been previously requested and are still required, but were reduced or disapproved, are as follows:

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GS-7 Transportation Assistant
GS-4 Clerk

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5. The following request is pending but has not yet been approved, however, is urgently required:

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GS-11 Real Estate Officer

6. The following additional positions are required but have not yet been requested:

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GS-13 Civil Engineer

GS-12 Architect

7. As indicated above the only urgent requirements of Administrative Services are for personnel. There are no requirements at this time for additional facilities other than the request that is now pending approval for CIA to begin to do its own letterpress printing.

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